

IMPORTANT CLIENT NOTICE—PLEASE READ

CHANGES TO WORKING CONNECTIONS CHILD CARE (WCCC) IN-HOME/RELATIVE BILLING AND PAYMENT

Our records show you use an in-home/relative provider. On **December 1, 2005** the following billing and payment changes for this provider will happen:

- **The invoice will be mailed directly to your provider.**
- You and the provider figure out the correct number of hours to bill.
- Your provider bills the correct number of hours by using Invoice Express **or** by mailing the completed invoice.
- **Payment will be mailed directly to your provider.** (This payment does not include your copayment. You are still responsible to pay your copayment to your provider.)
- If care is provided prior to December 1, 2005 but not authorized until after that date, payment will be made directly to the provider as described above.

Because of this new change, it is very important for us to have your in-home/relative provider's correct name, address and telephone number. We are sending a letter to your provider asking for this information.

If you plan to change providers, contact your child care office immediately; especially if you plan to use a different in-home/relative provider. It takes extra time to complete the in-home/relative provider eligibility process, including new criminal background results.

If you have any questions about this notice please contact us at <http://www1.dshs.wa.gov/esa/dccel/contactdccel.shtml> or call your local child care office.

重要客戶通知 - 請仔細閱讀

職工子女看護計畫(WCCC)有所變更 居家/親屬托兒服務業者的帳單及付款

我們的記錄顯示，您接受由一位居家/親屬托兒服務業者提供的服務。於 **2005 年 12 月 1 日**，這位與服務提供者相關的帳單及付款方式將有以下改變：

- **帳單將直接寄給您的服務提供者。**
- 由您和您的服務提供者計算列入帳單的正確小時數。
- 您的服務提供者將開出列有正確小時數的帳單，並採用「發票快遞」方式傳送帳單資訊或採用郵寄方式寄送填妥的帳單。
- **付款將直接寄給您的服務提供者。**（此項付款不包括應由您承擔的付款份額，但您仍有責任向您的服務提供者支付應由您承擔的付款份額。）
- 如果看護服務於 **2005 年 12 月 1 日**之前提供，但在此日期之後仍未獲得批准，付款將如上所述直接支付給您的服務提供者。

由於這一新的變更，我們必須要有您的居家/親屬托兒服務業者的正確名稱、地址和電話號碼，這十分關鍵。我們將致函您的服務提供者，要求提供這些資訊。

如果您打算改換服務提供者，尤其是若您打算請不同的居家/親屬托兒服務業者為您提供服務，請立即聯絡您的兒童看護服務地區辦事處。我們將需要額外的時間來完成居家/親屬托兒服務業者的資格審查過程，包括獲取新的犯罪背景調查結果。

如果您對本通知有任何不明白的問題，請透過網站與我們聯絡，網址是：

<http://www1.dshs.wa.gov/esa/dccel/contactdccel.shtml>；也可以打電話給您當地的兒童看護服務地區辦事處。

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